

APPENDIX: Special Pay Events (Regular Basis)

Special Pay Events that happen on a regular basis:

Event	Explanation	Enter on ESMT	Enter on Timesheet	System Generated Pay	Use PPET*	PPET Rate	Comment	Pay Policy
SDIFF	Shift Differential 9.0% or pre-conversion percent	Event and Percent	Nothing	Include	No	9.0%	Must enter event and percent on ESMT because percent can vary by employee, and, because it is system generated pay, ESMT associates the event with the employee.	DMH, DPS
BRD1F	Board Cert (Forensic) 4.1% or pre-conversion percent	Event and Percent	Nothing	Include	No	4.1%	Must enter event and percent on ESMT because percent can vary by employee, and, because it is system generated pay, ESMT associates the event with the employee.	DMH, DOH
BRD1M	Board Cert (Medical) 4.1% or pre-conversion percent	Event and Percent	Nothing	Include	No	4.1%	Must enter event and percent on ESMT because percent can vary by employee, and, because it is system generated pay, ESMT associates the event with the employee.	DMH, DOH
BRD2C	Board Cert (Child Psych) 8.2% or pre-conversion percent	Event and Percent	Nothing	Include	No	8.2%	Must enter event and percent on ESMT because percent can vary by employee, and, because it is system generated pay, ESMT associates the event with the employee.	DMH, DOH
SECD1	Security Differential 8.0% or pre-conversion percent	Event and Percent	Nothing	Include	No	8.0%	Must enter event and percent on ESMT because percent can vary by employee, and, because it is system generated pay, ESMT associates the event with the employee.	DMH, DOC
SECD2	Security Differential 12.0% or pre-conversion percent	Event and Percent	Nothing	Include	No	12.0%	Must enter event and percent on ESMT because percent can vary by employee, and, because it is system generated pay, ESMT associates the event with the employee.	DMH, DOC
ESQUD	E-Squad \$25 per pay period	Event Only	Nothing	Include	Yes	\$25	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	DOC

Pay for Agencies

Event	Explanation	Enter on ESMT	Enter on Timesheet	System Generated Pay	Use PPET*	PPET Rate	Comment	Pay Policy
TOWER	Tower Climbing Differential - Hwy Patrol (Non-UCP)	Event Only	Nothing	Include	Yes	\$50	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	DPS
ADMIN	Management	Event and Amount*	Nothing	Include	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee, and because it is system generated pay ESMT associates the event with the employee.	PD
1ASST	First Assistant	Event Only	Nothing	Include	Yes	\$500	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	PD
APPDP	Appellate/PCR Death Penalty	Event Only	Nothing	Include	Yes	\$500	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	PD
CADP	Capital Associate Trial Counsel	Event Only	Nothing	Include	Yes	\$250	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	PD
CLDP	Capital Lead Trial Counsel	Event Only	Nothing	Include	Yes	\$500	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	PD
SPRED	Special Case	Event Only	Nothing	Include	Yes	\$250	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	PD
SCALE	Scale Truck Driving	Event and Amount*	Nothing	Include	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee, and, because it is system generated pay, ESMT associates the event with the employee.	DPS
CHAIR	Legislature Asst. to Representative when Rep is appointed to chair a committee.	Event and Amount*	Only when amount needs to be prorated	Include	No	None	Must enter event and amount on ESMT because amount may vary by employee, and, because it is system generated pay.	HOUS E

Pay for Agencies

Event	Explanation	Enter on ESMT	Enter on Timesheet	System Generated Pay	Use PPET*	PPET Rate	Comment	Pay Policy
NDIF1	Session Night Shift Differential \$125	Event Only	Nothing	Include	Yes	\$125	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	HOUS E
NDIF2	Session Night Shift Differential \$150	Event and Amount*	Nothing	Include	Yes	\$150	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	HOUS E
NLDWK	Night Shift Lead Worker	Event and Amount*	Nothing	Include	Yes	\$25	Must enter event on ESMT because it is system generated pay and ESMT associates the event with the employee.	HOUS E

***Use PPET:** If the "Use PPET" field is "Yes," the dollar amount to be paid is derived from the pay event. Employee specific overrides cannot be applied.

***Event and Amount:** For an exception-paid employee, *the system assumes that the amount is a pay period amount.* Therefore, the amount must be added as a pay period amount. For example, if an employee is to receive \$1.00 per hour for dispensing meds, multiply \$1.00 times 2080, divide the result by 24 = \$86.667 to be entered on the ESMT as a Pay Parameter. When the event is entered on the timesheet the system will divide \$86.667 by the standard pay period hours, 86.667, to arrive at \$1.00 per hour. The system will then multiply \$1.00 per hour times the number of hours entered on the timesheet for the event, to add to the employee's pay period amount.

***Event and Amount:** For a positive-paid employee, *the system assumes the amount is an hourly rate.* Therefore, the amount must be entered as an hourly rate. The system will then look to the employee's pay class to see that the employee is positive paid and apply the event to the hours indicated for the event on the timesheet. For positive-paid employees, the regular hours worked for the day will need to be entered as well as the hours worked at the special pay rate.

APPENDIX: Special Pay Events (Occasional Basis)

Special Pay Events that happen on an occasional basis:

Event	Explanation	Enter on ESMT	Enter on Timesheet	System Generated Pay	Use PPET*	PPET Rate	Comment	Pay Policy
SDIFF	Shift differential 9.0%	Nothing	Event & Hours to be paid for the Event	Include	No	9.0%	No need to enter event on ESMT because percent can't vary by employee. Percent will come from Event being added to timesheet.	DMH, DPS
SECD1	Security differential 8.0%	Nothing	Event & Hours to be paid for the Event	Include	No	8.0%	No need to enter event on ESMT because percent can't vary by employee. Percent will come from Event being added to timesheet.	DMH, DOC
SECD2	Security differential 12.0%	Nothing	Event & Hours to be paid for the Event	Include	No	12.0%	No need to enter event on ESMT because percent can't vary by employee. Percent will come from Event being added to timesheet.	DMH, DOC
DMEDS	Dispensing Medications	Event and Amount*	Event & Hours to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee. Hours are provided on timesheet.	DMH, DPS
ONCLL	On-Call Pay	Event and Amount*	Event & Hours to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee. Hours are provided on timesheet.	STAND
Standby	Standby Pay	Event and Amount*	Event & Hours to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee. Hours are provided on timesheet.	STAND
Standby	Standby Comp Time							STAND
Call Back	Call Back Pay	Event and Amount*	Event & Hours to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee. Hours are provided on timesheet.	STAND
Call Back	Call Back Comp Time							STAND
ERPGD	Emergency Response Pager Duty	Event and Amount*	Event & Hours to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee. Hours are provided on timesheet.	DNR
ERPHD	Emergency Response Phone Duty	Event and Amount*	Event & Hours to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee. Hours are provided on timesheet.	DNR

Pay for Agencies

Event	Explanation	Enter on ESMT	Enter on Timesheet	System Generated Pay	Use PPET*	PPET Rate	Comment	Pay Policy
LDWKR	Lead Worker	Event and Amount*	Event & Hours to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee. Hours are provided on timesheet.	DPS
SPECL	Extra Road Work (Snow, Flood) - MoDOT	Nothing	Event & Hours to be paid for the Event	Exclude	No	1.50	Established as a "Factor" that is applied to the hours entered on the timesheet.	DOT3
Mentor	Same or different than Vets' Comm Lead Worker?	Event and Amount*	Event & Hours to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on ESMT because amount can vary by employee. Hours are provided on timesheet.	
GHSup	Rotating Group Home Supervisory responsibility							
SSADJ	State School End of Contract Adjustment	Nothing	Event & Amount to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on timesheet only. Nothing is entered on ESMT.	DESE
CARLD	Career Ladder Pay Award	Nothing	Event & Amount to be paid for the Event	Exclude	No	None	Must enter event and dollar amount on timesheet only. Nothing is entered on ESMT.	DESE
EMS	Exam Monitor Senior Worker	Nothing	Event & Hours to be paid for the Event	Exclude	Yes		No need to enter event on ESMT because amount can't vary by employee. Amount will come from Event being added to timesheet.	OA
EMP	Exam Monitor Performance Exam	Nothing	Event & Hours to be paid for the Event	Exclude	Yes		No need to enter event on ESMT because amount can't vary by employee. Amount will come from Event being added to timesheet.	OA
EMSM	Exam Monitor Senior Worker - Metro	Nothing	Event & Hours to be paid for the Event	Exclude	Yes		No need to enter event on ESMT because amount can't vary by employee. Amount will come from Event being added to timesheet.	OA
EMPM	Exam Monitor Performance Exam - Metro	Nothing	Event & Hours to be paid for the Event	Exclude	Yes		No need to enter event on ESMT because amount can't vary by employee. Amount will come from Event being added to timesheet.	OA
EMBS	D of P Exam Monitor Base	Nothing	Event & Hours to be paid for the Event	Exclude	Yes		No need to enter event on ESMT because amount can't vary by employee. Amount will come from Event being added to timesheet.	OA

Pay for Agencies

Event	Explanation	Enter on ESMT	Enter on Timesheet	System Generated Pay	Use PPET*	PPET Rate	Comment	Pay Policy
EMSS	D of P Exam Monitor Senior	Nothing	Event & Hours to be paid for the Event	Exclude	Yes		No need to enter event on ESMT because amount can't vary by employee. Amount will come from Event being added to timesheet.	OA
EMPS	D of P Exam Monitor Performance	Nothing	Event & Hours to be paid for the Event	Exclude	Yes		No need to enter event on ESMT because amount can't vary by employee. Amount will come from Event being added to timesheet.	OA

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*Event and Amount: For an exception-paid employee, *the system assumes that the amount is a pay period amount*. Therefore, the *amount must be added as a pay period amount*. For example, if an employee is to receive \$1.00 per hour for dispensing meds, multiply \$1.00 times 2080, divide the result by 24 = \$86.667 to be entered on the ESMT as a Pay Parameter. When the event is entered on the timesheet the system will divide \$86.667 by the standard pay period hours, 86.667, to arrive at \$1.00 per hour. The system will then multiply \$1.00 per hour times the number of hours entered on the timesheet for the event, to add to the employee's pay period amount.

*Event and Amount: For a positive-paid employee, *the system assumes the amount is an hourly rate*. Therefore, the *amount must be entered as an hourly rate*. The system will then look to the employee's pay class to see that the employee is positive paid and apply the event to the hours indicated for the event on the timesheet. For positive-paid employees, the regular hours worked for the day will need to be entered as well as the hours worked at the special pay rate.